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ABSTRACT

Intended to provide a basic overview of the facilities and resources of the library on the Allentown Campus of Pennsylvania State University, this student workbook is designed to familiarize students with what is available to them in the library; to introduce them to skills likely to be used in varying degrees throughout life, regardless of what field is pursued; and to offer them a small but significant beginning in mastering the world of organized information. Instructions are provided to the student for the reading and completion of each section, and to let them know to whom the workbook should be submitted for correction as part of the final grading for the course. Following a floor plan of the library, the workbook is divided into 12 sections: (1) the library tour; (2) the Library Information Access System (LIAS), the computer catalog; (3) the campus card catalog and COM catalog; (4) the subject approach to locating material; (5) the Library of Congress Classification System; (6) periodical indexes; (7) newspaper and newspaper indexes; (8) encyclopedias; (9) almanacs and statistical sources; (10) audiovisual resources; (11) the microcomputer laboratory; and (12) CD-ROM (compact disk read-only-memory) database searching. Twelve assignment sheets are included in the workbook, one to accompany each chapter. (CGD)

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LIBRARY RESOURCES WORKBOOK

PENNSTATE

Allentown Campus

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The Pennsylvania State University

LIBRARY RESOURCES WORKBOOK

Prepared for the

Allentown Campus

by

Dennis Phillips

Revised, Summer 1988

I/DP1/16

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FOREWORD

The library system at Penn State exists for students and faculty but is, in many ways, particularly important to students. Books, journals, microforms, maps, recordings, and tens of thousands of government documents amounting to a grand total of something over 4,000,000 items are spread throughout the University at its many locations with the bulk of them, of course, housed at University Park. The collections are used by all students and faculty in varying degrees, and are an extension of the individual campus library.

The Commonwealth Campus Libraries, ranging in size from around 20,000 to as many as 60,000 items, have been developed primarily to serve the University's teaching efforts. Many of them are pleasant, comfortable libraries on a scale that is still small enough to be described as 'human' with a close relationship between student and resources. At most of the campuses it is relatively easy for the librarian and his or her staff to know most students far better than is possible at University Park. The smart student will take advantage of that 'fringe benefit.'

The Library Resources Workbook is designed to familiarize the student with what is available to him, to introduce him to skills that he is likely to use in varying degrees all his life regardless of what field is pursued. These skills, when combined with help from librarians -- never fail to ask for help, we all have to do it, even professors! -- can facilitate the learning process which is what we are all participating in.

In short, the Library Resources Workbook should be a small, but significant, beginning in mastering the world of organized information.

Stuart Forth
Dean of University Libraries

INTRODUCTION

The Library Resources Workbook is intended to provide you with a basic overview of the facilities and resources of the Allentown Campus Library. The skills you acquire from these exercises will be beneficial to your academic and professional career no matter what library you may be using.

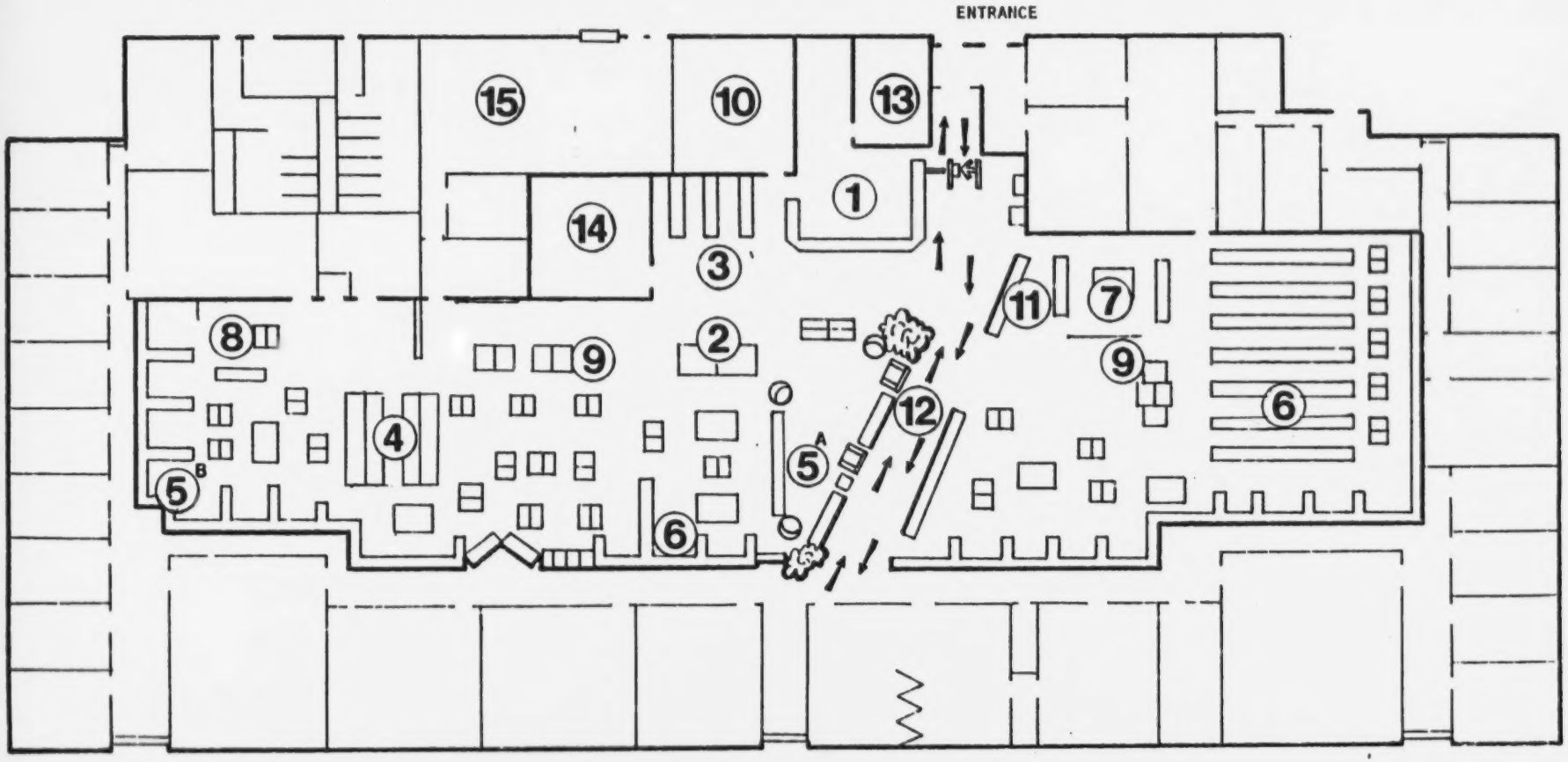
It is suggested that you read the text for each section before completing the corresponding assignment. By doing so, you will better understand the information presented in this workbook and find it easier to answer the questions. Immediately upon completion of the workbook, return it to a member of the library staff. The workbook will be corrected and the results forwarded to your professor as part of the final grade for the course.

If you need help with any part of this project, please ask a member of the library staff for assistance. We feel that this learning experience should be enjoyable as well as educational.

Good luck!

Dennis J. Phillips
Head Librarian
Allentown Campus

FLOOR PLAN



1. CIRCULATION/RESERVES
2. CATALOGS
3. REFERENCE
4. ABSTRACTS/INDEXES
5. PERIODICALS
   CURRENT (A)
   BACK ISSUES (B)
6. GENERAL COLLECTION
7. COLLEGE-CAREER COLLECTION/ DISCOVER
8. MICROFORMS
9. LISTENING/VIEWING EQUIPMENT
10. MICROCOMPUTER LAB
11. PAMPHLETS
12. CORRIDOR
13. LIBRARIAN'S OFFICE
14. AUDIOVISUAL OFFICE
15. COMPUTER LAB

CHAPTER ONE

THE LIBRARY TOUR

WELCOME to the Library Learning Resource Center (LLRC). The purpose of this self-guided tour is to acquaint you with the locations of some of the LLRC's resources and facilities, and to allow you to tour the library at your own pace.

1. CIRCULATION/RESERVES

The circulation/reserves desk is located at the entrance to the LLRC. Materials and equipment taken from the LLRC must be charged out and returned at this desk.

Required readings (reserves) for classes are located behind the circulation desk and are restricted to LLRC use except under limited circumstances such as overnight borrowing. Reserve materials are arranged by course. The reserve notebook at the circulation desk lists all titles on reserve by course title and number.

2. CATALOGS

The catalogs provide users with information about the library resources available at the Allentown Campus, University Park, the sixteen Commonwealth campuses, the Capital College, the Behrend College, and the King of Prussia Center. As a member of the University academic community, you are eligible to borrow materials from any of the Pennsylvania State University Libraries.

3. REFERENCE

The reference collection contains dictionaries, encyclopedias, atlases, handbooks, almanacs, bibliographies, directories and other materials designed to be consulted for specific information. Reference materials are restricted to use in the LLRC. In special circumstances some of these materials may be borrowed overnight if permission is obtained from the librarian. Whenever you need help in locating information, ask at the reference desk.

4. ABSTRACTS/INDEXES

Abstracts and Indexes can help you find articles appearing in periodicals. They identify current sources of information on a variety of subjects and topics. Most Abstracts and Indexes are arranged alphabetically by title in the Periodicals Area of the LLRC. The Allentown Campus Periodicals Holdings List is located in this area. This list identifies periodicals received by our library and the years for which each are available.

5. PERIODICALS

Periodicals are publications issued on a continuing basis. They include scholarly journals, news magazines, popular magazines, and other material published at regular intervals.

A. CURRENT - The most recent issues of most periodicals are displayed alphabetically by title in the current periodicals area of the LLRC.

B. BACK ISSUES - The back issues of periodicals are arranged alphabetically by title in the west wing of the LLRC.

6. GENERAL COLLECTION

The general collection is organized and shelved according to the Library of Congress classification system. The collection is located in the east wing of the LLRC, except for class letters A and B which are shelved in the west wing.

7. COLLEGE/CAREER COLLECTION

The College/Career Collection provides a variety of resources including books, guides, pamphlets, catalogs and multimedia materials. Material available in this area includes:

-- Financial aid information

-- Standardized test study guides

-- Professional school information concerning medical, law, dental, nursing, and other disciplines

-- Vocational/Industrial training information

-- College catalogs and directories of graduate and professional schools.

-- DISCOVER, a computer-based guidance system that helps its users make informed decisions about their educational and career plans.

8. MICROFORMS

The term microform describes any format of film or paper which contains images of printed matter in reduced size. The collection includes periodicals and newspapers. The library has the New York Times newspaper on microfilm back to 1959. Instructions for operating microform equipment are posted at each reader. Ask at the reference desk for assistance in using microforms and microform readers.

9. LISTENING AND VIEWING EQUIPMENT

The library collection includes many non-print materials including slides, cassettes, filmstrips, videotapes, phonodiscs, etc. Audio tape players and headphones are available at the circulation/reserves desk. Audio-visual equipment available in the LLRC includes: video monitors and cassette players, slide projectors, overhead projectors, film projectors, phonograph equipment, and slide/cassette equipment.

10. MICROCOMPUTER LAB

This area of the LLRC contains an assortment of microcomputers and printers. The lab is used for classroom instruction and by students working individually on class assignments requiring the use of micro-computer software. Software available includes word processing, spread-sheet and database management, graphics, communications, and other applications software. Software is available upon request at the circulation/reserves desk.

11. PAMPHLETS

Pamphlets are located in the orange filing cabinets located along the library corridor. Pamphlets are publications which deal with one subject and consist of a few pages stitched together and enclosed in paper covers.

12. CORRIDOR

The corridor is the entrance and exit for the LLRC as well as classrooms and faculty offices. The LLRC corridor is designed to provide easy access to a variety of learning resources. To maintain an academic atmosphere throughout the LLRC, we request your cooperation in keeping this area free of noise.

13. LIBRARIAN'S OFFICE

14. AUDIOVISUAL OFFICE

15. COMPUTER LAB

CHAPTER TWO

LIAS: THE COMPUTER CATALOG

LIAS, the Library Information Access System, is a friendly computerized library catalog. At a LIAS computer terminal, you have access to over 2.5 million books, journals, and audiovisual materials cataloged and available within The Pennsylvania State University Libraries network.

Learning how to use LIAS is relatively easy. Once you have mastered a few basic commands, you will find LIAS to be an extremely powerful research tool. Take the time to learn how LIAS can work for you in meeting your research needs.

Before you begin searching LIAS, you should familiarize yourself with the computer terminal keyboard (Figure 1) and "welcome" screen (Figure 2).

The keyboard is very much like a typewriter with certain keys denoting certain functions. The keys most useful in searching LIAS are indicated in Figure 1. The CARRIAGE RETURN or "arrow key" (↵), located on the right hand side of the keyboard, enters your message into the computer. You'll need to depress this key whenever you want to send a search request to LIAS.

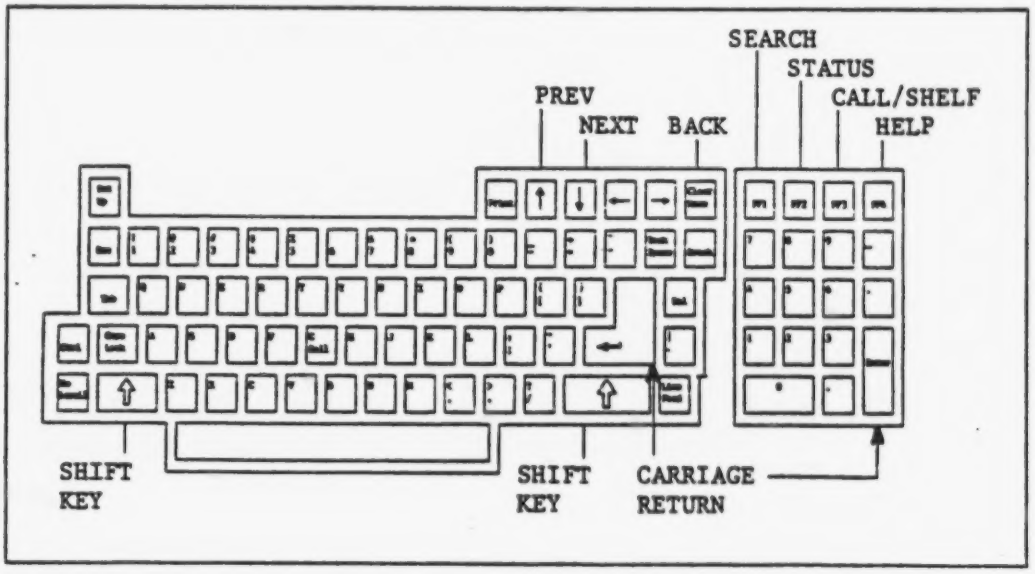


Figure 1. KEYBOARD

The LIAS screen is divided into two areas by a dotted line. The top portion of the screen is called the DISPLAY AREA. This is the part of the screen where LIAS's response to your search query will appear. The bottom

portion of the screen is known as the WORK AREA. Input (queries) from you to LIAS will appear here.

Figure 2 illustrates the LIAS "welcome" screen. When LIAS displays this screen, you can begin searching. In order to get a LIAS "welcome" screen, depress the arrow key (←┘) three (3) times. Next, locate the SEARCH key (PF1) at the top, right hand side of the keyboard and depress it once. LIAS will respond with the message, "Please specify a request." Type in your request.

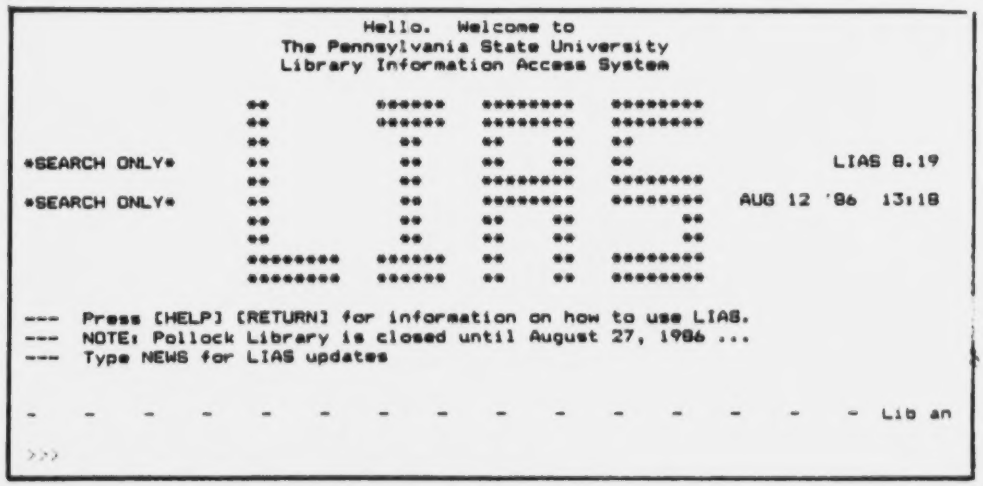

Hello. Welcome to
The Pennsylvania State University
Library Information Access System
SEARCH ONLY
LIAS 8.19
SEARCH ONLY
AUG 12 '86 13:18
--- Press [HELP] [RETURN] for information on how to use LIAS.
--- NOTE: Pollock Library is closed until August 27, 1986 ...
--- Type NEWS for LIAS updates
- - - - - - - - - - - - - - - - Lib an
>>>

Figure 2. WELCOME SCREEN

You can search LIAS by subject ("microcomputers"), title ("The ABC's of Microcomputers"), or author, using the last name first (Christie, Linda). After you have finished typing the word(s) that describe your search topic, depress the arrow key (←┘) one (1) time to send your search request to LIAS.

A list of entries pertaining to your search will appear in the top portion of the screen. These entries are very similar to the headings you would find if you were searching through the card catalog. This screen is known as the ENTRY SCREEN (Figure 3).

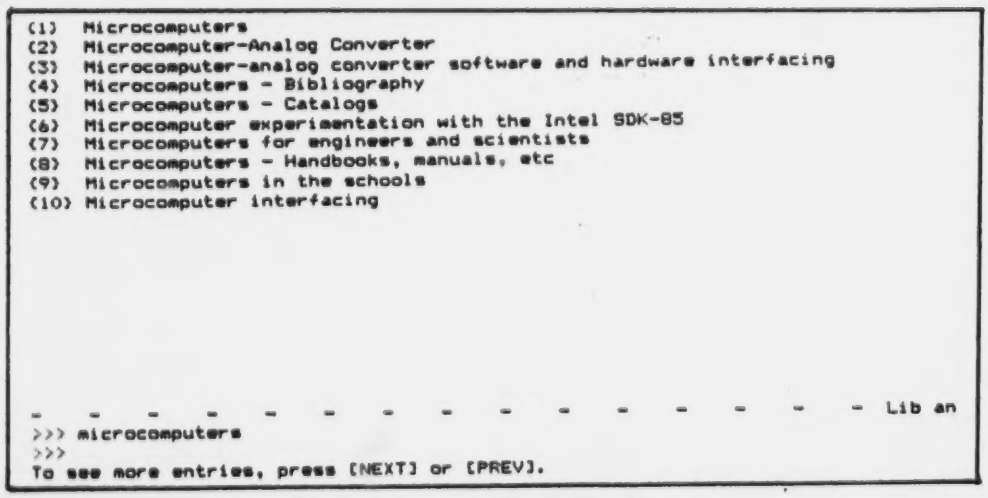

(1) Microcomputers
(2) Microcomputer-Analog Converter
(3) Microcomputer-analog converter software and hardware interfacing
(4) Microcomputers - Bibliography
(5) Microcomputers - Catalogs
(6) Microcomputer experimentation with the Intel SDK-85
(7) Microcomputers for engineers and scientists
(8) Microcomputers - Handbooks, manuals, etc
(9) Microcomputers in the schools
(10) Microcomputer interfacing
- - - - - - - - - - - - - - - - Lib an
>>> microcomputers
>>>
To see more entries, press [NEXT] or [PREV].

Figure 3. ENTRY SCREEN

Each entry is numbered. Once you find the entry which best suits your search, type the corresponding number and depress the arrow key (←┘) once. LIAS will respond with a CITATION SCREEN which is a list of materials pertaining to your search (Figure 4).

```
Microcomputers (25 citations)
[1]  The ABCs of microcomputers. / Christie, Linda Gail. c1983.
[2]  Circuit design using personal computers. / Cuthbert, Thomas R. c1983.
[3]  Designing systems with microcomputers. / Freedman, M. David. c1983.
[4]  Digital circuits and microcomputers. / Johnson, David E. c1979.
[5]  The first book of microcomputers. / Moody, Robert. c1978.
[6]  How to buy & use minicomputers & microcomputers. / Barden, William T. 1st
       ed. 1976.
[7]  How to write simulations using microcomputers. / Ellison, D. c1984.
[8]  Industrial design with microcomputers. / Roberts, Steven K. c1982.
[9]  Introduction to microcomputer-based digital systems. / Gault, James W.
       c1982.
[10] An introduction to microcomputers. / Adam Osborne and Associates.
       c1975-1978.
[11] Microcomputer interfacing. / Artwick, Bruce A. 1980.
[12] Microcomputers and libraries. / Rorvig, Mark E. c1981.
[13] Microcomputers and microprocessors. / Uffenbeck, John E. c1985.
[14] Microcomputers and the 3R's. / Doerr, Christine,. c1979.
[15] Microcomputers and word processing programs. / Gallagher, Brian. 1985.
[16] Microcomputers for engineers and scientists. / Gibson, Glenn A. 1980.
-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  - Lib an
>>> 1
>>>
To see more citations, press [NEXT] or [PREV].
```

Figure 4. CITATION SCREEN

The total number of citations, or titles, is displayed in the parenthesis at the top of the screen. The citations are listed in alphabetical order by title and each one is numbered. In order to view all the citations on your particular topic, press the NEXT key at the top, right hand side of the keyboard. LIAS will respond by displaying the next set of citations under that heading.

To display a record of a particular citation, type the corresponding number and depress the arrow key (←┘) once. LIAS will respond with a RECORD SCREEN which is very similar to a card you would see in the card catalog (Figure 5).

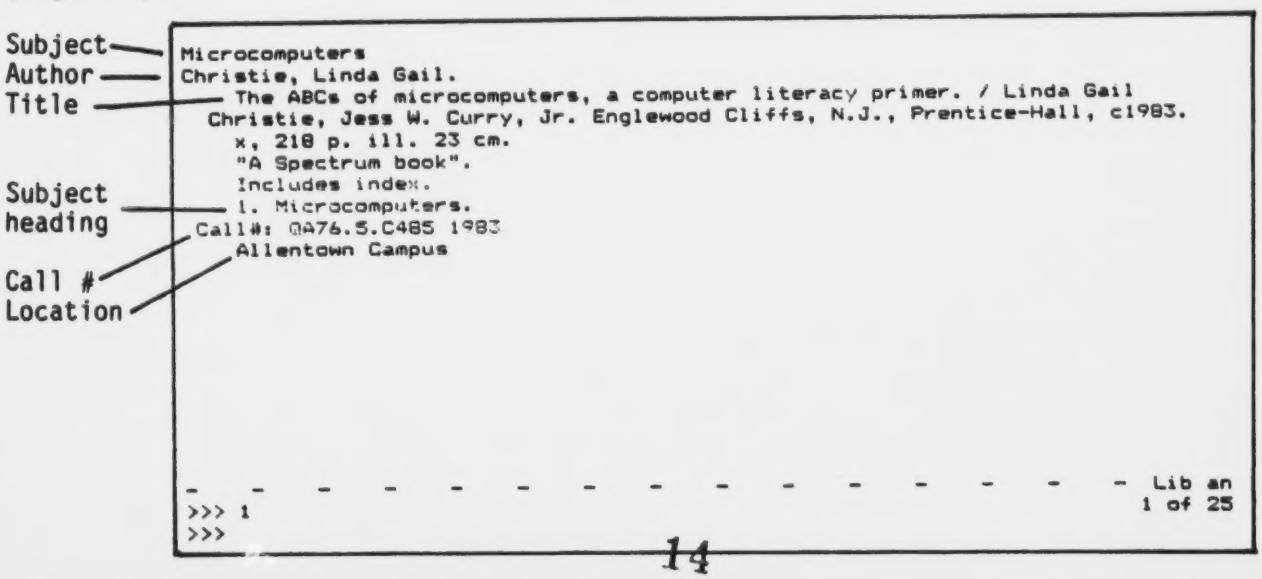


Figure 5. RECORD SCREEN

The author's name, the title, the publisher, place of publication, and copyright date will appear in the top part of the record. Sometimes additional information is also included such as the number of pages (if it is a book), whether or not there is an index, or if the material contains a bibliography.

At the bottom part of the record, you will find the CALL NUMBER which tells you where you can locate that particular item in the library. This screen will also provide you with alternative subject headings to search for additional information. These headings will be numbered and will appear above the call number.

If you want to retrace the steps in your search, simply depress the BACK key located at the top, right hand side of the terminal. Using this key you can return from the RECORD SCREEN to the CITATION SCREEN and from the CITATION SCREEN to the ENTRY SCREEN. This function is particularly helpful if you want to view another citation or select another entry under your search.

If you wanted to expand your search to include the materials of all the other Penn State Libraries, type in the command "LIB ALL" and depress the arrow key once. You will see the LIB AN (Allentown Library), located at the end of the dotted line on the right hand side of the screen, replaced by LIB ALL. When you are in LIB ALL, the selected holdings of the entire Pennsylvania State University Libraries system are accessible.

This is a very basic introduction to what LIAS can do. If you are interested in other ways of searching on LIAS, consult LIAS: An Introductory Guide to Searching the Online Catalog or the LIAS Rescue Manual located near the LIAS computer terminal.

INTERLIBRARY LOAN

If an item is located at another Penn State Library you may borrow the item through interlibrary loan. To be eligible for this service, you need to complete a Pennsylvania State University Libraries Borrower's Card Registration Form (Figure 7). Once you are registered as a borrower, you may obtain the item by completing an Interlibrary Loan Request Form (Figure 8) and submitting the completed form to a LLRC staff member. Figure 8 (next page) represents a completed request form for a book.

Figure 7
Borrower's Card
Registration Form

(PLEASE PRINT) _____
Social Security Number

THE PENNSYLVANIA STATE UNIVERSITY LIBRARIES
BORROWER'S CARD REGISTRATION FORM

Name_____

Local Address_____
Mailing (P.O. Box, campus building, or street)

_____
(city, state, zip)

Telephone No._____
Status (circle one)
Faculty Staff Graduate Undergraduate Other

(over)

Figure 8
Interlibrary Loan Request Form for Loan or Photoduplication
The Pennsylvania State University System

THE PENNSYLVANIA STATE UNIVERSITY

(1) Allentown Campus

Order for Loan or Photoduplication

(2) om: John Smith (3) Status: undergraduate Dept.: _____ (4) Date: 6/10 19 87

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Call Number
QA
.5
.C485
1983
(5)

Book Author, or Periodical Title: Vol., No., and Date:
(6) Christie, Linda Gail

Book Title. Edition. Place, Publisher, Year. Series. Periodical Article Author, Title, Pages. ☐ This Edition Only.
(7) The ABC's of microcomputers
Englewood Cliffs, NJ: Prentice Hall, 1983 (8)

Verification or source of reference (Please list title, volume, year, pages, abstract no.):
(9) LIAS

Will pay for photocopy if not more than $ _____

Requested by (Print) _____

Signature John Smith (10)

Address _____

Phone _____ (11) Soc. Sec. No. 000-00-0000

1 -- campus
2 -- borrower's name
3 -- status
4 -- date
5 -- call number
6 -- author
7 -- title
8 -- place of publication, publisher, date of publication
9 -- verification
10 -- borrower's signature
11 -- social security no.

NOTE: You can use the STATUS command to determine the circulation status of a particular book at University Park. Type STATUS at the record screen for the title you want to check. The STATUS command, however, only works for books and other materials available from University Park.

CHAPTER THREE

CAMPUS CARD CATALOG AND COM CATALOGS

Although LIAS is the fastest and most efficient catalog information tool in the library, occasionally it is not available to Allentown Campus users. Consequently, it is necessary for you to know how to use more traditional sources of catalog information.

In order to access library materials when LIAS is down, you will have to consult the campus card catalog and the COM catalogs.

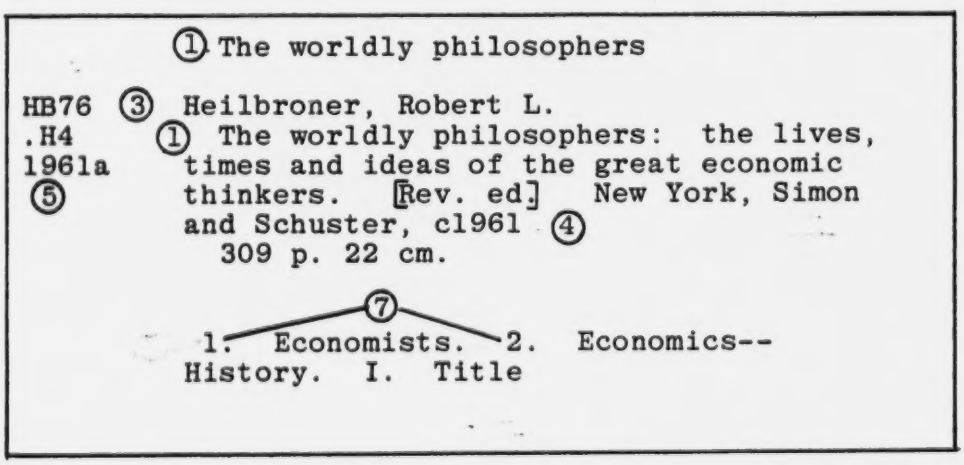
A. Campus Card Catalog

The campus card catalog is a catalog of materials added before January, 1981, available in the campus library. The campus card catalog includes two (2) sections--author/title section, and subject section. Following are illustrations to show you how to "read" a card catalog entry.

Author/Title Section

Authors and titles arranged in one alphabet (Figure 9 illustrates a title entry from the campus card catalog.)

Figure 9
Campus Card Catalog Title Entry


① The worldly philosophers
HB76 ③ Heilbroner, Robert L.
.H4 ① The worldly philosophers: the lives,
1961a times and ideas of the great economic
⑤ thinkers. [Rev. ed.] New York, Simon
and Schuster, c1961 ④
309 p. 22 cm.
⑦
1. Economists. 2. Economics--
History. I. Title

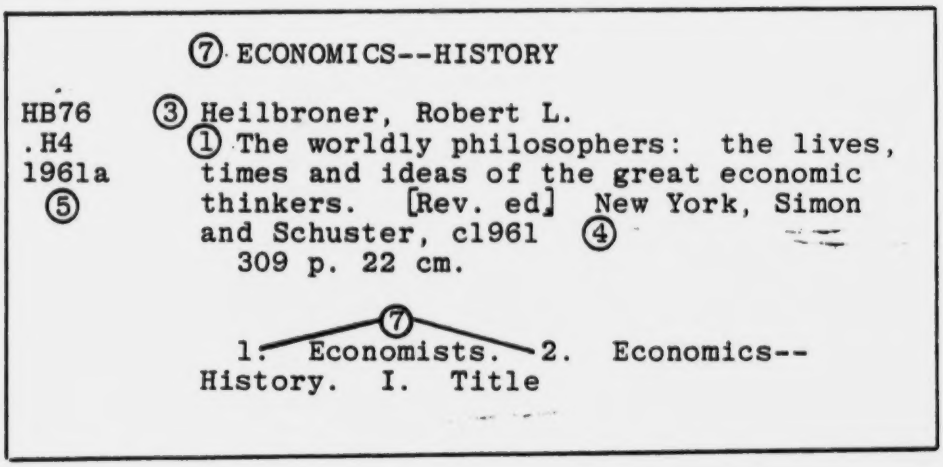
1 -- title
3 -- author
4 -- date of publication
5 -- call number
7 -- subject headings

USE THE AUTHOR/TITLE SECTION
* to locate an item by author
* to locate an item by title
* to identify if the campus owns the item

Subject Section

Subjects arranged in one alphabet (Figure 10).

Figure 10
Campus Card Catalog Subject Entry


⑦ ECONOMICS--HISTORY
HB76
.H4
1961a
⑤
③ Heilbroner, Robert L.
① The worldly philosophers: the lives, times and ideas of the great economic thinkers. [Rev. ed.] New York, Simon and Schuster, c1961 ④
309 p. 22 cm.
⑦
1. Economists. 2. Economics--History. I. Title

1 -- title
3 -- author
4 -- date of publication
5 -- call number
7 -- subject headings

USE THE SUBJECT SECTION
* to locate an item by subject
* to identify if the campus owns the item

B. Campus COM Catalog (Computer Output Microfiche)

A COM catalog is composed of 4" x 6" transparent cards containing microimages of printed material. The campus COM is the catalog of materials added since January, 1981, available at the Allentown Campus library. This section is arranged in one alphabet (Figure 11 illustrates a title entry from the campus COM catalog) and includes author, title, and subject entries.

The campus COM catalog has one section--the catalog section. A machine which enlarges the information contained on the microfiche card is required to use the COM catalogs.

Begin using the COM by selecting the appropriate microfiche card for your topic. The card is placed into the machine with the printing across the top of the card face up and toward you. The card carrier is adjusted so that the ruler in the lower right corner is in view. The number of the screen on the card containing the item you are looking for is located. After you have found the screen number, move the carrier so that this screen appears.

Figure 11
Campus COM Catalog Title Entry

① A HISTORY OF PENNSYLVANIA. / ② <79001731>
③ Klein, Philip Shriver. 2d and enl. ed. 1980 ④
⑤ CALL#: F149.K55 1980
⑥ ALLENTOWN CAMPUS

1 -- title
2 -- register number
3 -- author
4 -- date of publication
5 -- call number
6 -- library location

C. University COM Catalog (Computer Output Microfiche)

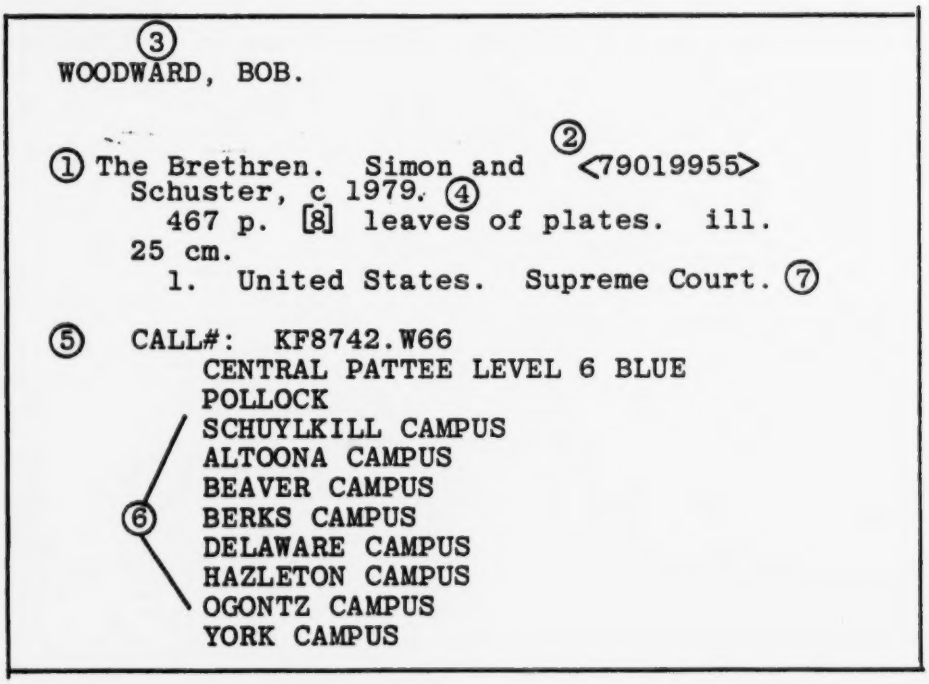
The University COM is the catalog of materials added since January, 1981, available in the Penn State University Libraries including University Park Campus, the sixteen Commonwealth campuses, the Capital College, the Behrend College, and the King of Prussia Center.

The University COM catalog has three separate sections--catalog, register, and shelflist sections.

Catalog Section

Author, title, and subject entries are arranged alphabetically in one alphabet. (Figure 12 illustrates an author entry from the University COM catalog.

Figure 12
University COM Catalog Author Entry



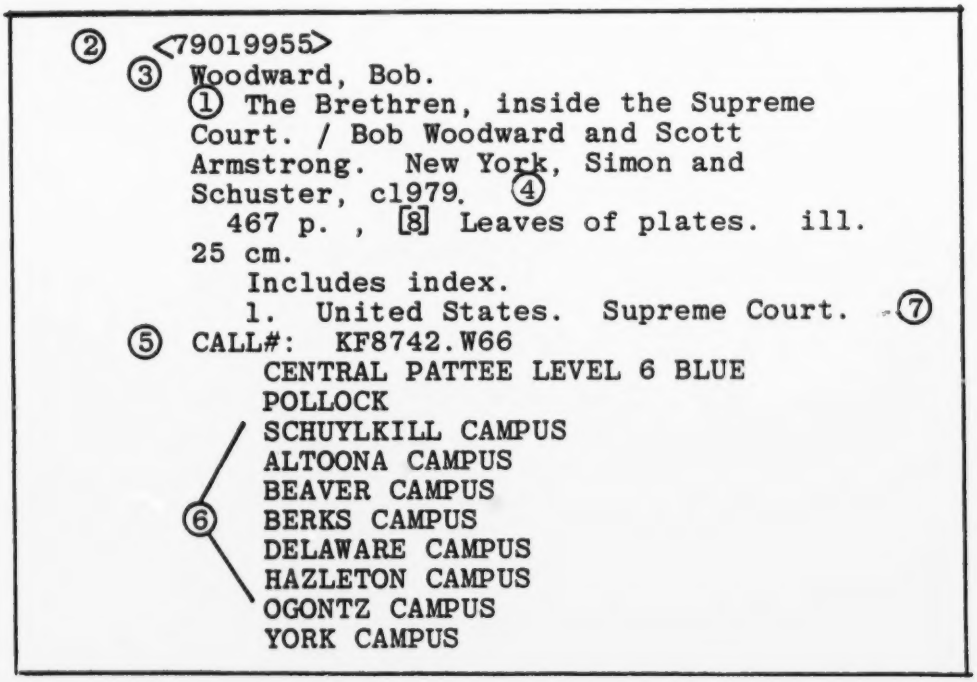
1 -- title
2 -- register number
3 -- author
4 -- date of publication
5 -- call number
6 -- library locations
7 -- subject heading

USE THE CATALOG SECTION
* to locate an item by author
* to locate an item by title
* to locate an item by subject
* to identify if an item is owned by a Penn State University library

Register Section

A list of the unique numbers that are assigned to each item in the COM catalog. Numbers appear first in numeric order and are followed by those with letters in an alphabetic order. Figure 13 illustrates the register entry assigned for the item illustrated in Figure 12.

Figure 13
University COM Catalog Register Entry


② <79019955>
③ Woodward, Bob.
① The Brethren, inside the Supreme Court. / Bob Woodward and Scott Armstrong. New York, Simon and Schuster, c1979. ④
467 p. , [8] Leaves of plates. ill. 25 cm.
Includes index.
1. United States. Supreme Court. ⑦
⑤ CALL#: KF8742.W66
CENTRAL PATTEE LEVEL 6 BLUE
POLLOCK
⑥ SCHUYLKILL CAMPUS
ALTOONA CAMPUS
BEAVER CAMPUS
BERKS CAMPUS
DELAWARE CAMPUS
HAZLETON CAMPUS
OGONTZ CAMPUS
YORK CAMPUS

1 -- title
2 -- register number
3 -- author
4 -- date of publication
5 -- call number
6 -- library locations
7 -- subject heading

USE THE REGISTER SECTION

* to identify complete bibliographic information (publisher, subject headings, bibliographical notes, etc.)
* to determine which volumes of an item are in the libraries' collections
* to identify the location of the item

Shelflist Section

The inventory of the collections of the University Libraries arranged by call number order.

CHAPTER FOUR

SUBJECT APPROACH TO LOCATING MATERIAL

If you are looking for information on a particular subject, you will want to use the subject approach when you consult the various catalogs.

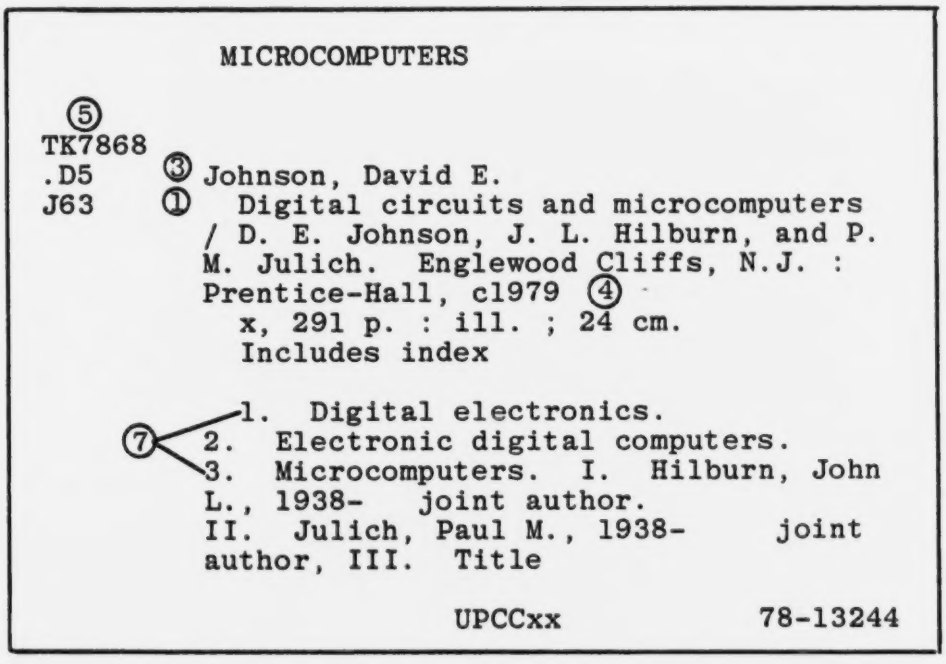
Subject Approach to LIAS

LIAS may be searched by subject using the special prefix command "SUB". To search by subject, type "SUB" (abbreviation for "subject") followed by the subject term or terms in which you are interested.

In a subject search, LIAS searches only the subject portion of its files. A subject does not have to be a topic, but can be the name of a person, a geographic area, or even the title of a book. For example, the book entitled A Tale of Two Cities can be the subject of another book and Charles Dickens can be the subject of a book as well as an author.

Subject Approach for Campus Card Catalog

Figure 14
Campus Card Catalog Subject Entry


MICROCOMPUTERS
5
TK7868
.D5
J63
3 Johnson, David E.
1 Digital circuits and microcomputers / D. E. Johnson, J. L. Hilburn, and P. M. Julich. Englewood Cliffs, N.J. : Prentice-Hall, c1979 4
x, 291 p. : ill. ; 24 cm.
Includes index
7
1. Digital electronics.
2. Electronic digital computers.
3. Microcomputers. I. Hilburn, John L., 1938- joint author.
II. Julich, Paul M., 1938- joint author, III. Title
UPCCxx
78-13244

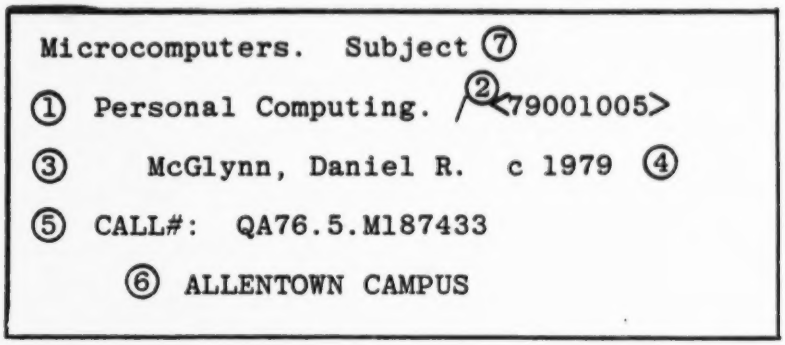
1 -- title
3 -- author
4 -- date of publication
5 -- call number
7 -- subject headings

If you want to locate additional materials related to your topic, check each of the subject headings listed. In this example, check the subject headings **Digital electronics** and **Electronic digital computers**, as well as the subject heading **Microcomputers** (each listed under 7 above).

You should also know that subject headings are listed on the author and the title cards in the card catalog. The campus card catalog has a separate subject section.

Subject Approach for Campus COM Catalog and University COM Catalog

Figure 15
Campus COM Catalog Subject Entry

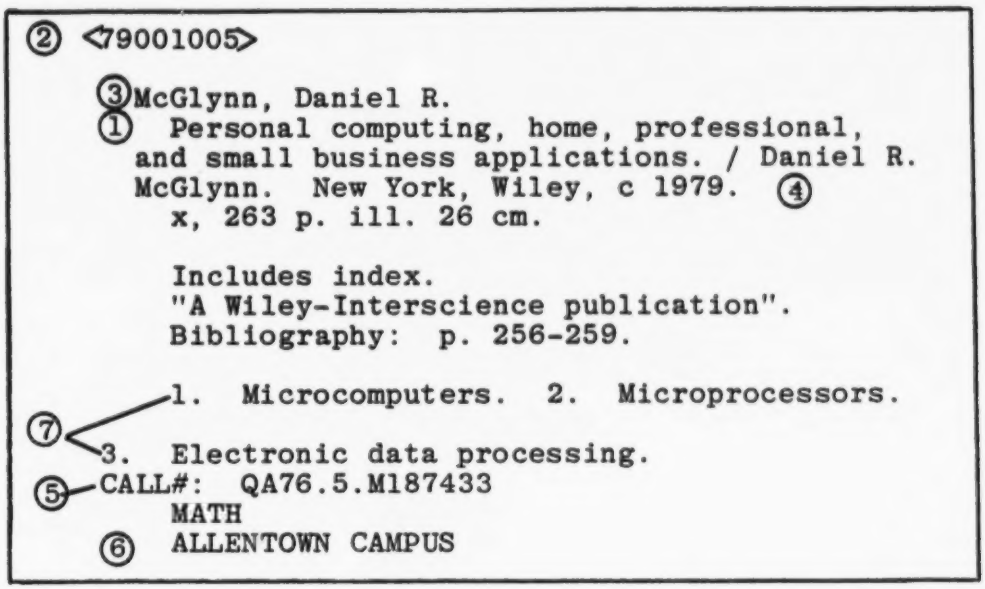


1 -- title
2 -- register number
3 -- author
4 -- date of publication
5 -- call number
6 -- library location
7 -- subject heading

In both the Campus COM Catalog and the University COM Catalog (catalog section), subject headings are not always listed for each of the author, title, and subject entries. Users of both the University COM Catalog (catalog section) and the campus COM Catalog (catalog section) often need to consult the University COM catalog (register section) to identify the subject headings assigned to a work.

Figure 16 illustrates the register entry assigned for the item illustrated in Figure 15.

Figure 16
University COM Catalog Register Entry for item illustrated in Figure __


② <79001005>
③McGlynn, Daniel R.
① Personal computing, home, professional, and small business applications. / Daniel R. McGlynn. New York, Wiley, c 1979. ④
x, 263 p. ill. 26 cm.
Includes index.
"A Wiley-Interscience publication".
Bibliography: p. 256-259.
1. Microcomputers. 2. Microprocessors.
⑦
3. Electronic data processing.
⑤CALL#: QA76.5.M187433
MATH
⑥ ALLENTOWN CAMPUS

1 -- title
2 -- register number
3 -- author
4 -- date of publication
5 -- call number
6 -- library location
7 -- subject headings

It is only by consulting the University COM register section that you will always identify the subject headings assigned to a particular title. When you consult a subject entry in the Campus COM Catalog or the University COM Catalog, you will find materials listed under that subject heading. In most cases, however, you must use the University COM Register Section to identify what other subject headings have been assigned.

The three subject headings assigned to Personal Computing, Home, Professional, and Small Business Applications, Daniel R. McGlynn, include the subject heading **Microcomputers**, the subject heading **Microprocessors**, and the subject heading **Electronic Data Processing.**

Students locating information may return to the (catalog section) of the COM Catalogs and check for material entered under each of these subject headings.

LIBRARY OF CONGRESS SUBJECT HEADINGS

The Library of Congress Subject Headings and Supplements provide a means for finding materials on a specific subject. This large, red, two-volume set of books is located on top of the campus card catalog.

It contains subject headings arranged alphabetically. The next page is taken from the Library of Congress Subject Headings. You will notice the following examples are included:

1. Bold face type indicates a subject heading that is used in the catalog.

2. The abbreviation "sa" means "see also". You may use the subject headings listed after a "sa" entry.

3. You may use subject headings after a (see) entry.

4. The symbol "xx" heads the list of terms which are used in the catalog, but are more general than terms in the "sa" list.

5. The symbol "x" indicates subject headings that are not used in the catalog.

6. A "dash" subheading means that it is part of the main heading.

By using the Library of Congress Subject Headings and Supplements you can determine the precise heading under which books on your subject will be found. The "sa" and "xx" references can help you narrow or expand your field of research. The Library of Congress Subject Headings can also serve as a guide to a subject approach when using the catalog, periodical indexes, and reference material. The following page illustrates an entry from the Library of Congress Subject Headings.

SOURCE: LIBRARY OF CONGRESS SUBJECT HEADINGS - 9TH EDITION

Space flight *(TL 790)*
Here are entered works on the physics and technical details of flight beyond the atmosphere of the earth. The early, imaginary, and descriptive accounts of travel beyond the earth are entered under the heading Interplanetary voyages.
sa Astrodynamics
Astronautics
Classification—Books—Space flight
Interplanetary voyages
Navigation (Astronautics)
Orbital rendezvous (Space flight)
Orbital transfer (Space flight)
Relativistic rocket mechanics
Space stations
Space trajectories
x Rocket flight
Space travel
xx Aeronautics—Flights
Astrodynamics
Astronautics
Interplanetary voyages
Navigation (Astronautics)
Note under Astronautics
— Fluid dynamics
See Fluid dynamics (Space environment)
— Law and legislation
See Space law
— Physiological effect
sa Life support systems (Space environment)
x Manned space flight—Physiological effect
xx Space biology
Space medicine
— Psychological aspects
x Astronautics—Psychology
Space psychology
Space flight, Manned
See Manned space flight
Space flight in literature
xx Interplanetary voyages
Voyages, Imaginary

Bold face type indicates acceptable headings.

"sa" means "see also"; the following list of relevant terms are acceptable headings.

"x" heads list of unacceptable headings. DO NOT USE THEM.

"xx" heads list of terms which are acceptable but usually more general than terms in the "sa" list.

"—" is an acceptable subdivision of the main heading - Space Flight. For example, you may find a subject heading Space Flight--Physiological Effect in the catalog.

"Space flight, Manned" is an unacceptable heading.
"See" reference refers to the acceptable heading which is Manned space flight.

CHAPTER FIVE

THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Materials in the LLRC are arranged on the shelves according to the Library of Congress Classification System. The Library of Congress Classification System (LC) organizes materials so as to provide direct and logical access to the collection. The LC system groups materials into broad subject categories which are identified by a letter.

The broad subject categories, the letter assigned to each category, and our campus location for that particular subject follow:

Library of Congress Classification System

Subject	Letter	Campus Library Location
General Works	A	West wing
Philosophy. Psychology. Religion	B	
Auxiliary Sciences of History	C	East wing
History: General and Old World	D	
History: America	E - F	
Geography. Anthropology. Recreation	G	
Social Sciences	H	
Political Science	J	
Law	K	
Education	L	
Music	M	
Fine Arts	N	
Language and Literature	P	
Science	Q	
Medicine	R	
Agriculture	S	
Technology	T	
Military Science	U	
Naval Science	V	
Bibliography. Library Science	Z	

These broad subject categories are further subdivided by a notation of letters and numbers. The specific subject of a book is defined by the number following the first letter or letters and is generally the first line but may include the first and second line. The first set of numbers comprise the classification number. Following the initial combination of letters and numbers, you will find a line (second or third) that begins with a decimal point (.) This line must be read as a decimal number when locating the book on

the shelf. The line beginning with the decimal point (.) is used to represent an author's name and the combination of letters and numbers on this line comprise the author number. Together, the classification number and the author number comprise the call number for a particular book.

Examples of call numbers follow:

Call Number		Book
JL952 .B934	① ② ③	Burnett, Ben G. Political forces in Latin America. 1968
JL1231 .S428	① ② ③	Scott, Robert Edwin Mexican government in transition. 1964

CODE:
① Classification number
② Author number
③ Call number

The following example illustrates a sequential arrangement:

Example:

Ⓐ	Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓕ
H427 .S32	HB721 .A48	HB7401 .A1	HG52 .M615	HG52 .M7	HG52 .N45

Ⓖ	Ⓗ	Ⓘ	Ⓙ	Ⓚ
HG52 .N6	HT841 .U64	HT995 .W31	HT1581 .D75	HT4278 .T844

This same example also serves to illustrate the use of decimal numbers in the Library of Congress Classification System. Note the placement of examples D, E, F, and G above. Each of these four examples, D through G, begin with the notation HG52 which is the class number for finance. You will find these four books arranged near each other on the shelf. Since the first line or the class number line is the same (HG52), one must place the books in sequential order according to the second line and, in this case, it is the author number that determines the shelf order placement. Since the second line begins with a decimal, the notation must be read as a decimal. As we would expect, call

number Ⓓ HG52 .M615 precedes call number Ⓔ HG52 .M7, as decimal point .M615 is smaller than decimal point .M7.

Call number Ⓕ HG52 .N45 precedes call number Ⓖ HG52 .N6 as decimal point .N45 is smaller than .N6.

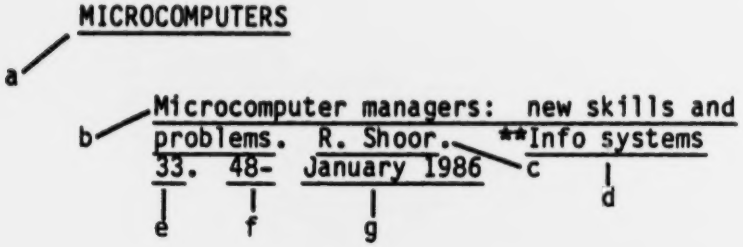
Note that call number Ⓘ HT995 .W31 precedes call number Ⓙ HT1581 .D75 as 995 is a lower number than 1581. You are reminded not to consider the second line (author number) until you encounter identical top lines or class numbers.

CHAPTER SIX

PERIODICAL INDEXES

Finding a periodical article on a particular topic is quite different from finding books on the same topic. The most efficient method to find a periodical article is to use a PERIODICAL INDEX. Periodical indexes are published for almost every area of general interest as well as in specialized subject fields. Each index will provide you with basically the same information.

A citation, which is the name given to the entry in the index, includes the title of the journal article, the author of the article if there is one, the title of the periodical in which the article is found, the volume and issue number of the periodical, the pages the article is located on, and the date of the periodical. The following is an example of a citation entry found in the periodical index, Business Periodicals Index*, under the subject MICROCOMPUTERS.



a. Subject about which the article is written
b. Title of article
c. Author of article
d. Name of the periodical in which the article appears
e. Volume number
f. Pages of the article
g. Issue date

* Business Periodicals Index Copyright © 1986 by The H. W. Wilson Company, Reprinted by permission.

** Check the abbreviations page in the front of the index you are using to determine the complete periodical title.

Specialized Periodical Indexes

One periodical index may be better than another for locating articles on the subject or topic of your interest. The following indexes are often used. You should be aware, however, that many more specialized indexes exist in engineering, geology, geography, medicine, nursing, and other disciplines.

Applied Science and Technology Index Ref. Z7913.I7 date

Art Index Ref. Z5937.A 78 date

Bibliographic Index Ref. Z1002.B595 date

Biography Index Ref. Z5301.B5 date

Biological and Agricultural Index Ref. Z5073.A46 date

Book Review Digest Ref. Z1219.C95 date

Book Review Index Ref. Z1035.A1 B6 date

Business Periodicals Index Ref. Z7164.C81 B983 date

Education Index Ref. Z5813.E 23 date

General Science Index Ref. Z7403.G4 date

Humanities Index Ref. AI3.R5 date

MLA International Bibliography Ref. Z7006.M64 date
Modern Language Association of America

Public Affairs Information Service Bulletin (PAIS) Ref. Z7163.P86 date

Readers' Guide to Periodical Literature Ref. AI3.R48 date

Social Sciences Index Ref. AI3.R515 date

Retrieving Journals

Once you identify citations appropriate to your research, you are ready to obtain the periodical from its location on the shelves or on microfilm. To determine the periodicals which are available at Allentown, check the Allentown Campus Periodicals Holdings List located at each index table.

For periodical titles not available at Allentown, go to the LIAS terminal and search for the title which interests you. Make sure you are in the "LIB ALL" search mode (see Chapter Two for instructions on searching LIAS). Use the special prefix command "FI" when searching for a journal. To search by title, type "FI" (abbreviation for "find") followed by the title of the journal. To distinguish a journal title from a book with the same title, look for a volume number, year, and dash next to the title, e.g.,

FORTUNE. v.1--; Feb. 1930--.

If the magazine you need is available from the University Libraries, complete an Interlibrary Loan Request Form for Loan or Photoduplication. See Figure 17 on page 25.

If the magazine title you need is not available from a Penn State Library, it is still possible to obtain a copy of an article from it. Ask for assistance at the circulation/reserves desk.

Figure 17
Interlibrary Loan Request Form for Loan or Photoduplication

THE PENNSYLVANIA STATE UNIVERSITY
(1) Allentown Campus
Order for Loan or Photoduplication

From: (2) John Doe (5) Status: (3) undergraduate Dept.: _____ Date: (4) 6/6 1986

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Call Number
HF5548
.3
.B 88

Book Author, or Periodical Title: Vol., No., and Date:
Infosystems (10) V. 33 (9), January (11) 1986

Book Title. Edition. Place, Publisher, Year. Series. Periodical Article Author, Title, Pages. ☐ This Edition Only.

(6) Shoor, R. (7)
Microcomputer managers: new skills and problems
p. 48 - (8)

Verification or source of reference (Please list title, volume, year, pages, abstract no.):
Business Periodicals Index Vol. 23 1986
p. 1472 (12)

Will pay for photocopy if not more than $ _____
Requested by (Print) _____
Signature John Doe (14)
Address _____
Phone (13) _____ Soc. Sec. No. 000-00-0000

1 -- campus
2 -- borrower's name
3 -- status
4 -- date
5 -- call number
6 -- title of article
7 -- author of article
8 -- pages
9 -- volume
10 -- title of journal
11 -- date of publication
12 -- verification
13 -- borrower's signature
14 -- social security no.

CHAPTER SEVEN

NEWSPAPERS AND NEWSPAPER INDEXES

An index to a newspaper is a very important tool. It can be used for finding a particular article in a specific newspaper and also for pinpointing the date an event happened. Once a date is known, information in other papers can be located. An important index, The New York Times Index, is available in the library.

The New York Times newspaper is available on microfilm back to 1959 and is stored in the microforms area. The newspaper offers extensive coverage of state, national, and international news. It will often give the complete text of important speeches and documents, and its articles summarize and analyze important topics in the news. The New York Times also has excellent coverage of cultural events through its book, theatre, film, dance and art reviews. Biographical information on important newsmakers is extensive and up-to-date.

To locate information in the New York Times, you should use the New York Times Index* mentioned above. This index contains summaries of news and editorial matters arranged by subject headings. Entries under each heading are arranged chronologically. On the following page is a sample entry from the New York Times Index.

* Located in the Abstracts/Index Area.

SAMPLE ENTRY: New York Times Index, 1984 Annual Index*

Cross reference to other entries with information on Tennis.

(S) Ja 13,I,23:4 denotes a short** news item appearing on January 13, 1984, section 1, page 23, column 4.

TENNIS. See also Olympic Games (1984), My 29,30, Jl 22, Ag 7,8,9,10,11,12
Profile of and interview with black French tennis player Yannick Noah, who now lives in New York City; photos (L), Ja 9,III,1:3
Chris Evert Lloyd says she has no intention of retiring from tennis competition; says some poor performances in 1983 were caused by injury sustained during seven-mile run; portrait (S), Ja 12,II,16:1
Tennis star Martina Navratilova is named The Associated Press female athlete of year (S), Ja 13,I,23:4
Photo of Ivan Lendl and John McEnroe playing in Volvo Masters tennis championships, Ja 15,I,1:3
John McEnroe wins Volvo Masters final, defeating Ivan Lendl 6-3, 6-4-, 6-4, at Madison Square Garden; photo (M), Ja 16,III,1:6
Hana Mandlikova ends Martina Navratilova's streak of victories at 54 in final of Virginia Slims tournament in California at Oakland Coliseum; scores are 7-6, 3-6, 6-4; photo (S), Ja 16,III,5:1
Review panel of three tennis officials affirms that Guillermo Vilas was guilty of having accepted $60,000 to appeär at Rotterdam tournament in 1983; upholds $20,000 fine imposed by Men's International Professional Tennis Council, but cancels one-year suspension ordered by council (M), Ja 18,II,10:5

* Copyright (c) 1984 by The New York Times Company. Reprinted by permission.

** (L) denotes a long story of over two columns
(M) a medium-sized item of up to two columns
(S) a short item of half a column or less

CHAPTER EIGHT

ENCYCLOPEDIAS

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage is all general knowledge, qualified by the editors' and authors' ideas of the readers' interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Encyclopedia articles will often include bibliographies leading to other books or articles on the subject. Examples of general encyclopedias:

Collier's Encyclopedia Ref. AE5.C683 date

First published in 1949, emphasizes modern subjects. Many articles are signed by contributors; bibliographies are grouped in the last volume, along with index and study guides.

Encyclopedia Americana Ref. AE5.E333 date

First published in 1904, coverage is comprehensive, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compositions and works of art.

Encyclopedia Britannica Ref. AE5.E 363 date

First published in 1768. Tends to be the most detailed of all the general encyclopedias. The 15th edition has a new format, with **Micropaedia** serving as the index and providing ready reference, and the **Macropaedia** containing longer articles. The **Propaedia** contains an outline of human knowledge, useful as a study guide.

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. The articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias. Examples of specialized encyclopedias:

Encyclopedia of Education Ref. LB17.D45

Contains over 1,000 signed articles, many of which are several pages long. There are bibliographies and a detailed subject index. It covers all aspects of education, including history, theory and research.

Encyclopedia of Philosophy Ref. B41.E5

Contains nearly 1,500 signed articles by 500 scholars. It includes all aspects of philosophy. The index is in volume 8.

Encyclopedia of World Art Ref. N31.E4833

First published in 1958, covers architecture, sculpture and painting. There are many color plates that illustrate world art.

International Encyclopedia of the Social Sciences Ref. H40.A2I5 date

Emphasizes the analytical and comparative aspects of social science topics. It includes some biographies. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and outline of topics.

McGraw-Hill Encyclopedia of Science and Technology Ref. Q121.M3 date

Covers all the physical sciences, earth science, and life sciences, and engineering. Articles are written for the lay person with some background in the field.

CHAPTER NINE

ALMANACS AND STATISTICAL SOURCES

Almanacs are annual volumes of current and retrospective information. Almanacs can be best used to answer simple questions of current or historical fact. They often contain population statistics, governmental figures, business, sports and agricultural statistics. There is usually a section of important events that occurred during the year. Some almanacs have an index in the back, and others will have an index in the front.

One of the most popular and best known general almanacs is:

World Almanac and Book of Facts Ref. AY67.N5 W7 date

Published annually since 1886. It contains tables of statistical data, information about current events, and summaries of past records. An alphabetically arranged subject index is located in the front of the book.

While the almanacs include statistical information, some specialized books limit themselves to statistics alone. A valuable source of statistical information is:

Statistical Abstract of the United States Ref. HA202.A386 date

A standard summary of statistics on the social, political, and economic organization of the United States. It is published yearly by the U. S. Department of Commerce.

CHAPTER TEN

AUDIOVISUAL RESOURCES

The Allentown Campus LLRC collection includes non-print materials which are cataloged and classified according to the Library of Congress System. These non-print materials are shelved with the book collection.

The format of AV material is noted above the call number in the Campus Card Catalog and after the title in LIAS and the Campus COM Catalog.

Non-print materials available in the LLRC include:

Audio Cassettes	Slide/Cassettes
Filmstrips	Autotutor Programs
Filmstrip/Cassettes	Video Cassettes
Filmloops	Phonodiscs
Slides	Microfilm

The sample catalog entries below illustrate how non-print format is shown in the catalogs.

Filmstrip
Documents
JK2372 The Populist movement. [Filmstrip] Audio
.P64 Visual Narrative Arts, 1973.
1973 2 filmstrips (pt. 1, 66 fr.; pt. 2, 58 fr.)
color. 35 mm. and 2 cassettes; pt. 1, 12:55
min.; pt. 2, 11:38 min. (America in crisis)
With teacher's guide.
Credits: Script, Wendy Rydell; narrator, Ray
Morgan; editor, Bernice Schwartz.
Summary: Part 1 traces the causes for the rise
and fall of the Populist movement in the 19th
century. Part 2 speculates on a possible revival
of the movement today, caused by
(Continued on next card)
hvb 73-736130

Source: Campus Card Catalog--
Author/Title Section

WILLIAM PENN [sound <psul97694>
recording] . / Robbins, Caroline.
[197-?]
CALL#: F152.2.R6
ALLENTOWN CAMPUS

Source: Campus COM Catalog--
Catalog Section

The LLRC provides audio visual equipment for student use. Students may view and listen to materials in most areas of the LLRC as many carrels are power equipped. Headphones are required for listening/viewing in the LLRC. Cataloged AV materials circulate and arrangements can be made for borrowing most AV equipment.

CHAPTER ELEVEN
MICROCOMPUTER LAB

A microcomputer lab is located in the LLRC. This lab is available for use during library hours. The lab introduces students to microcomputers and provides instruction and consultation on the use of software for various applications. Software applications include word processing, database management, spreadsheet, graphics, statistical analysis, programming, and online database searching. Software is on reserve in the LLRC and may be obtained at the circulation/reserves desk.

Some courses at the Allentown Campus require the use of the microcomputer lab to complete classroom assignments or projects. If you are enrolled in one of these courses, you will receive further information from your professor. The lab is open to students for individual use on a first come, first served basis. Students may reserve a microcomputer in advance by signing up on the reserve sheet located at the entrance to the lab.

HARDWARE

Hardware is a term used to refer to computer equipment. A typical microcomputer workstation in the LLRC is made up of the following hardware components:

Keyboard - an input device which consists of typewriter-type keys with labeled tops. Used for entering data or commands into the computer.

CRT (cathode-ray tube) - an output device similar to a television or video monitor. Used to display commands entered via the keyboard or data stored in the computer.

CPU (central processing unit) - the brain of the computer. Performs several arithmetic, logical, and data-manipulation operations. It is the principle operating part of a computer.

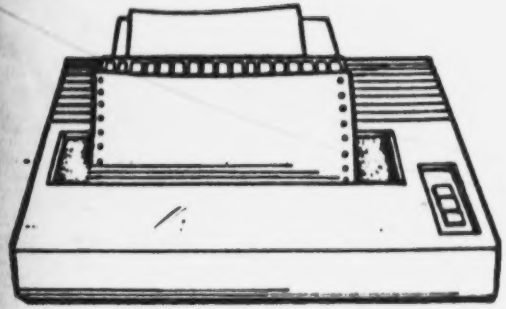
Disk drive - a device for reading, writing, and storing information contained on disk.

Printer - an output device that converts coded information in the CPU into a readable form on paper.

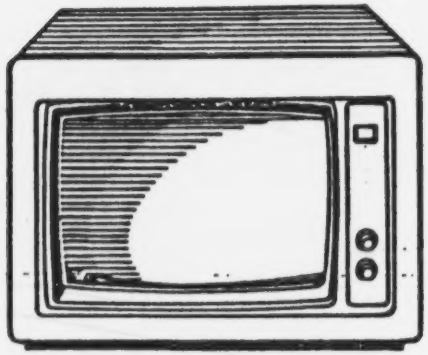
The next page contains illustrations of hardware in the microcomputer lab.

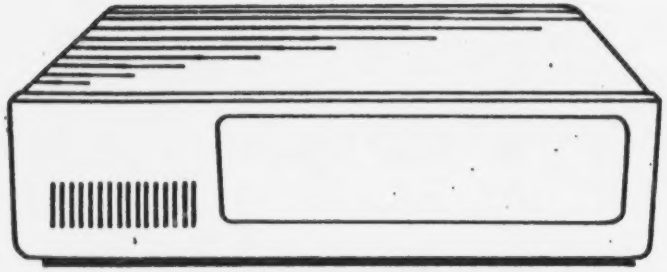
Computer hardware

Printer

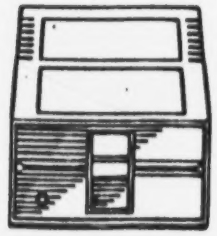


Monitor

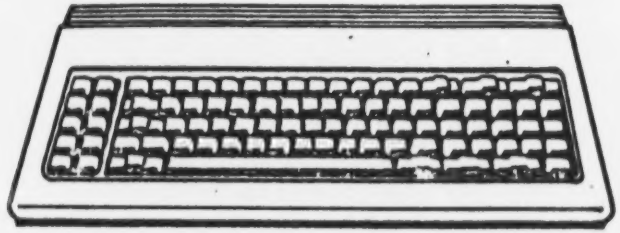




Central processing unit



Disk drive



Keyboard

SOFTWARE

Software is a term used to refer to the programs executed by a computer. It tells the computer what operations to perform. Software can be stored on different types of disks. A disk is a portable magnetic storage device that is inserted in a disk drive and rotates while in the drive. See next page for illustration.

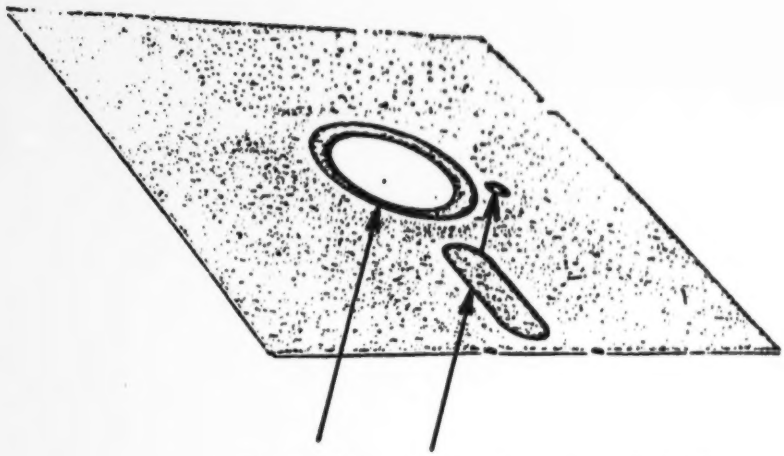
Software in the LLRC is stored on 5.25 inch floppy disks. Floppies allow for quick and random access of stored data. Information can be read from or written to the disk while in the drive. Students should provide their own floppy disks for saving their work while using the lab.

Loading a floppy--

A software program on floppy disk is loaded into the computer by carefully placing the disk into the disk drive unit and closing the drive. Disks are placed into the drive with the label face up and nearest to you. See next page for illustration.

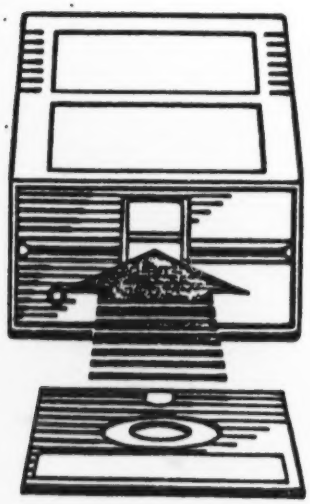
Caution: damage to the disk can result if you touch the exposed magnetic part of a floppy so always hold it on the plastic covered area.

Floppy Disk



Exposed magnetized parts of disk
which should not be touched.

To load a program



CHAPTER TWELVE

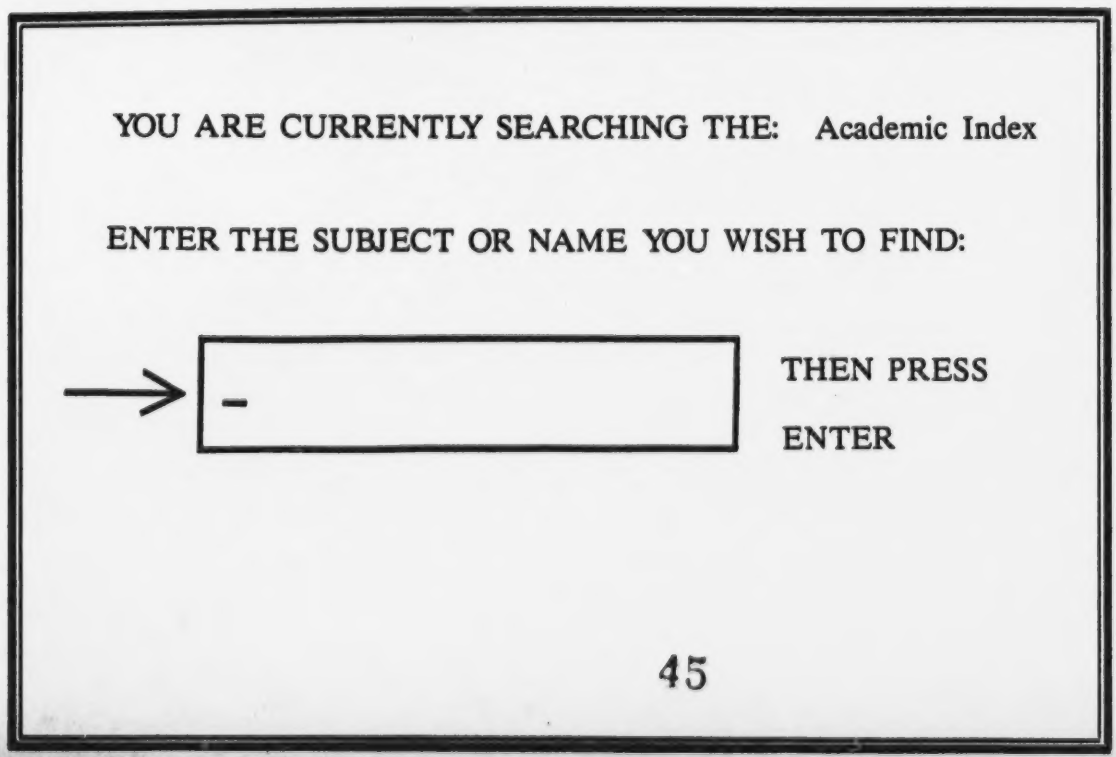
CD-ROM DATABASE SEARCHING

CD-ROM (compact disc-read only memory) is a laser disc containing data recorded in digital form. CD-ROM's are 4.72 inches in diameter and hold approximately 550 million characters, the equivalent of 150,000 printed pages or 1200 floppy disks. Several publishers have adopted this information format to produce valuable and easy to use indexes for researchers.

The LLRC has a CD-ROM database called the Academic Index. It is located on the LIAS table near the reference service desk. This general subject index provides subject and name access to periodical citations from 200 popular magazines, 175 research-oriented journals, and the New York Times newspaper. Topics in the humanities, social sciences, general sciences, and current events are covered.

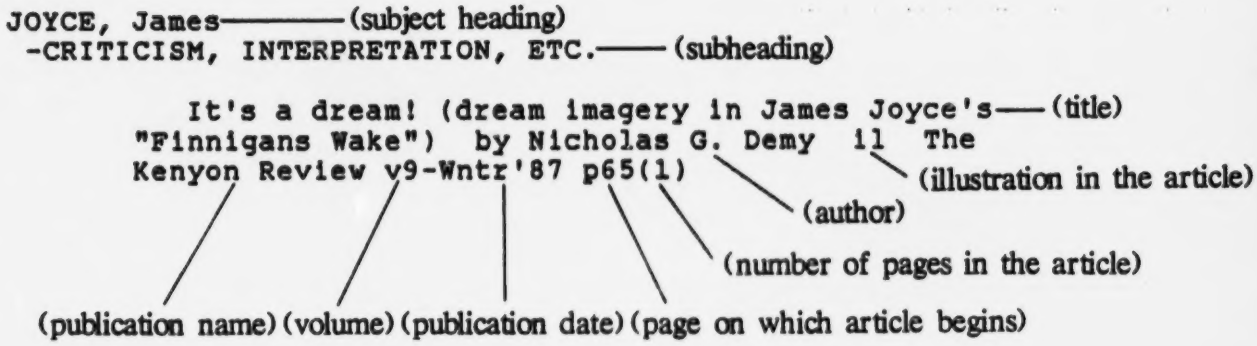
Searching is done by using the microcomputer which is connected to the CD-ROM machine containing the Academic Index disc. To begin a search, type in a topic and press ENTER ↵. If the INFOTRAC II logo screen is displayed when you begin searching, press any key before you type in your search topic. Figure 18 illustrates the input screen for searching the index. If the topic you have chosen is broad, you will be invited to narrow your search by typing a subheading. Adding a subheading to your search is optional.

Figure 18.
Input screen of Academic Index



The subject or name you entered will appear within the alphabetical listing of the DATA DISPLAY highlighted in blue. It is followed by the citations of relevant articles, each preceded by "=". Many subjects or names are divided by subheadings. When looking for a specific topic within a general subject area, be sure to scan these subheadings. You can move up or down in the DATA DISPLAY by using the F7, F8, F9, and F10 function keys at the top of the keyboard. Figure 19 illustrates a sample citation from the Academic Index.

Figure 19.
Sample Citation from the DATA DISPLAY of Academic Index


JOYCE, James (subject heading)
-CRITICISM, INTERPRETATION, ETC. (subheading)
It's a dream! (dream imagery in James Joyce's "Finnigans Wake") by Nicholas G. Demy il The Kenyon Review v9-Wntr'87 p65(1)
(title)
(illustration in the article)
(author)
(number of pages in the article)
(publication name)
(volume)
(publication date)
(page on which article begins)

You can print out individual citations or an entire screen of citations by using the F3 and F4 function keys at the top of the keyboard.

If you have chosen a subject or name not used in the index, you will be referred to the SUBJECT GUIDE. The message "no exact match" will appear at the bottom of the screen and you will be advised to either "browse subjects" or to start a new search. To browse the list of subject headings, use the F7, F8, F9, and F10 function keys. To start another search, press the F1 function key. Any subject heading in the list can be selected by first highlighting it in blue and then pressing ENTER ↵. Figure 20 illustrates a sample page of the SUBJECT GUIDE from the Academic Index.

Figure 20. Sample from the SUBJECT GUIDE of Academic Index

```
JOYCE, James

     -BIOGRAPHY
   JOYCE FOUNDATION
   JOYCE, Gerard P.
   JOYCE, Irma
   JOYCE, Jack
>  JOYCE, James
    -BIOGRAPHY
    -BOOKS
    -CONDUCT OF LIFE
    -CRITICISM, INTERPRETATION, ETC.
    -INFLUENCE
    -WORKS
   JOYCE, Jeff
   JOYCE, Joan
   JOYCE, John
   JOYCE, John T.
   JOYCE, Joyce Ann
   JOYCE, Marion
```

FUNCTION KEYS

The function keys are located along the top of the keyboard and are used for various purposes with the Academic Index. A summary of these command keys follows:

F1	Allows you to begin a new search or terminate your search session.
F2	Displays additional instruction on how to use InfoTrac.
F3	Prints the article reference located at the line with the arrow (>). Article references are preceded with a = symbol. This key works only in the DATA DISPLAY browsing mode.
F4	Prints exactly what is displayed on your screen.
F5	Allows you to browse through the alphabetical list of subjects and related terms.
F6	Allows you to return to previous subject terms. Takes you from the HELP screen back to your previous place in the program.

F7 Scrolls the screen back one reference in the database.

F8 Goes back one full page in the database.

F9 Scrolls the screen forward one reference in the database.

F10 Goes forward one full page in the database.

ENTER - Searches the database for the subject entered.

- Takes you from the SUBJECT GUIDE to the data display for the term positioned at the pointer.

- Takes you automatically to the cross reference positioned at the pointer. (Cross references are listed under "SEE" and "SEE ALSO".)

The Academic Index provides bibliographic information about the sources in which articles appear. Check the Allentown Campus Periodicals Holding List for holdings information of periodicals of interest. Magazines and journals not available in the LLRC can be obtained through interlibrary loan.

For additional information about the Academic Index, consult the brochure A Guide to the Academic Index on CD-ROM or ask a librarian.

WARNING: Use the Academic Index with caution since the database is restricted to a certain time period. The index is not recommended for in-depth scholarly research or for research in which articles more than four years old will be needed.

THE END -- THE BEGINNING

Our goals throughout this program have been to help you learn something about the library resources available to you on campus and at the other Penn State Libraries, how best to avail yourself of these resources, and above all, to help you to be comfortable and at ease in a library. There is much more, however, and it is important for you to know that we can assist you in ways that may not have been indicated in this relatively short program.

The books, indexes, encyclopedias, etc., that you have looked at are very basic tools. Reference books and indexes exist for almost any subject you may become involved in at Penn State. The LLRC staff will be glad to direct you to the best material in your field. Please ask for our assistance.

NAME_____

COURSE_____

INSTRUCTOR_____

BOOK NUMBER 4

The Pennsylvania State University

LIBRARY RESOURCES WORKBOOK

ASSIGNMENTS

Revised, Summer 1988

CHAPTER ONE

ASSIGNMENT

LIBRARY TOUR

Instructions: Match Column One with Column Two and place the correct letter in Column One.

Column One		Column Two
1. _____	The area in the LLRC where books and other materials are charged out.	A. Microform B. Videotape C. College/Career Collection D. Circulation/Reserves Desk
2. _____	A type of non-print material available in the LLRC.	
3. _____	A term used to describe any format of film or paper which contains images of printed matter in reduced size.	
4. _____	An area in the LLRC containing college catalogs and directories of graduate and professional schools.	

CHAPTER TWO

ASSIGNMENT

LIAS: THE COMPUTER CATALOG

Using the LIAS terminal located in the LLRC, complete the following exercises:

5. In LIB AN (Allentown Library) LIAS how many citations are found for the subject

   Pottery

   (Answer this question from the CITATION SCREEN.)

   A. 24-30

   B. 1-12

   C. 21-40

   D. 13-23

6. Which of the following titles can be found on this CITATION SCREEN?

   A. Pottery Craft

   B. Making Pottery Without a Wheel

   C. Ceramic Engineering as a Profession

   D. Texture and Form in Clay

7. Find the RECORD SCREEN for the title identified in Question #6. The first subject heading on this record is:

   A. Pottery

   B. Ceramics

   C. Clay

   D. Pottery Craft

8. Use the BACK command to return to the CITATION SCREEN. Identify the author of the book Clay in the Classroom. (You may need to use the NEXT command.)

   A. Paul Rado

   B. Frederick Carlton

   C. George Barford

   D. Paul Pottinger

9. List two libraries other than Allentown in the Penn State Library System that have a copy of the following title: My Other Loneliness

1.

2.

10-21. Complete the Interlibrary Loan Request Form for the title in Question #9. (See example on page 8.)

THE PENNSYLVANIA STATE UNIVERSITY

Allentown Campus

Order for Loan or Photoduplication

From: (10) _____ Status: (11) _____ Dept.: _____ Date: (12) _____ 19__

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WARNING CONCERNING COPYRIGHT RESTRICTIONS

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Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Call Number (13)

Book Author, or Periodical Title: Vol., No., and Date:
(14) _____

Book Title, Edition, Place, Publisher, Year, Series, Periodical Article Author, Title, Pages. ☐ This Edition Only.
(15) _____
(16) _____
(17) _____ (18) _____

Verification or source of reference (Please list title, volume, year, pages, abstract no.):
(19) _____

Will pay for photocopy if not more than $ _____

Requested by (Print) _____

Signature (20) _____

Address _____

Phone _____ Soc. Sec. No. (21) _____

Notes to assist you in answering Questions #10 - 21. (Place the answers on the form above--these items serve as a guide for completing the form.)

10. Borrower's Name
11. Status (undergrad, graduate)
12. Date
13. Call Number
14. Author (last name first)
15. Title
16. Place of Publication
17. Publisher
18. Date of Publication
19. Verification - list the catalog that you are using: COM Catalog, LIAS.
20. Signature
21. Social Security Number

CHAPTER THREE

ASSIGNMENT

CAMPUS CARD CATALOG AND COM CATALOG

Instructions: Match Column One with Column Two and place the correct letter in Column One.

Column One		Column Two
22. _____	Catalog of campus library materials added since January, 1981.	A. Allentown Campus Card Catalog
23. _____	Catalog of campus library materials added before January, 1981.	B. University COM Catalog
24. _____	Catalog of materials added since January, 1981, available in the Penn State Libraries including University Park Campus, seventeen Commonwealth campuses, the Behrend College, and the King of Prussia Center.	C. Allentown Campus COM Catalog

CHAPTER FOUR

ASSIGNMENT

SUBJECT APPROACH TO LOCATING MATERIAL

25. Look up the term College Teachers in the Library of Congress Subject Headings (LCSH) and identify a related subject heading that may be useful in your research. Which of the following headings is related to your term (i.e., which term has a "see also" or "sa" in front if it)?

    A. School Administration Teachers

    B. Instructors

    C. Professors

    D. University Teachers

26. Which of the following terms is not an acceptable subject heading in the LCSH list (i.e., which term has a single "X" in front of it)?

    A. Teachers

    B. Professors

    C. Universities and Colleges-Faculty

    D. Sabbaticals

27. Search the term provided in Question #25 in LIAS (search "LIB ALL"). Which of the following titles is listed under that subject entry?

    A. Academic Instructors

    B. Inside Ivy Walls

    C. The College Teacher in the 80's

    D. Professors and Research Performance

28. Find the RECORD SCREEN for the book title you used to answer the previous question. Which of the following terms is used as a subject heading for this book?

    A. School Administration Teachers

    B. Universities and Colleges-Faculty

    C. Educational Research

    D. Students

CHAPTER FIVE

ASSIGNMENT

THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

29. Which sequence of Library of Congress call numbers is in the proper order? Read numbers from left to right.

A.	TK454 .H4	TK7874 .D93	TK7874 .M527	TK7874 .P95	TK799 .M95
B.	HC107 .P52	HC107 .P479	HF5381 .E52 1982	HF5381 .E52 1984	HG4057 .A54 1978
C.	PR6217 .M42	PS201 .S37	PS356 .M123 1967	PS3552 .L397	PS3552 .L9
D.	RA345 .P55	RM389 .H67	RN717 .V70	RN717 .T89	RT246 .W59

CHAPTER SIX

ASSIGNMENT

PERIODICAL INDEXES

To demonstrate your understanding of the use of the periodical indexes, you are requested to write a citation. Below is a sample citation exercise similar to the assignment that follows.

Sample Citation Exercise

Topic/Subject Heading — Microcomputers

Index Source — Business Periodicals Index

Year — May 1986

Title of Article — Micromanagers: new skills and problems

Business Periodicals Index Copyright ©1986 by The H. W. Wilson Company

Microcomputers—See also—*cont.*
IBM PC (Computer)
IBM PC AT (Computer)
IBM PC XT (Computer)
Local area networks—Microcomputer link
Macintosh (Computer)
Microprocessors
Office automation—Microcomputer use
Portable computers
Single-board computers
Data management [special report] graphs tab *Manage Today* pxxxii D '85
Micromanagers: new skills & problems. R. Shoor. *Infosystems* 33:48+ Ja '86
New PC AT clones cheaper, more versatile. P. McShane. tab *Comput Decis* 18:36 Ja 2 '86
No news for most micro users [1985 products] J. Gold. *Comput Decis* 18:42-3 Ja 2 '86
Rise and fall of the PC [Britain] graphs *Manage Today* pvi-vii D '85
Two-way stretch [DEC's MicroVAX III] R. E. Carlyle. *Datamation* 32:28+ Ja 1 '86

Abbreviations for Periodicals

Ind Res Dev — Industrial Research & Development
Ind Week — Industry Week
Infosystems — Infosystems
Inquiry — Inquiry
Inst Investor — Institutional Investor
Int Advert — International Advertiser
Int Labour Rev — International Labour Review
Int Manage — International Management (Europe edition)
Int Monet Fund Staff Pap — International Monetary Fund Staff Papers
Int Trade Forum — International Trade Forum
Interavia — Interavia
Interfaces — Interfaces

Author of Article (if given) — R. Shoor

Title of Periodical (give complete title, not abbreviation) — Infosystems

Volume Number of Periodical — Volume 33

Date of Periodical — January 1986

Page Number(s) of article — Page 48+

Directions: Go to the Abstracts/Indexes Area to complete this exercise.

You have been assigned a term paper on the topic Nuclear Reactors. You are in need of current information on your subject so you decide to consult magazines, scholarly journals, pamphlets, and reports because these are up-to-date sources of information.

Consult: Reader's Guide to Periodical Literature

Volume 44, March 1984-February 1985

Using your topic as a subject heading, complete the following information for the article titled "The Reactor of the Future?".

30. Author of Article _____

31. Title of Periodical (Give complete title, NOT ABBREVIATION). _____

32. Volume Number of Periodical _____

33. Date of the Periodical _____

34. Page Number(s) of article _____

35-47. Assume that the Allentown Campus does not own the periodical title which you identified in your citation exercise. To complete 39-51, you need to consult "LIB All" LIAS for the call number for this periodical title. Record this information, along with the other required information, on the copy of the Interlibrary Loan Request Form (below).
Note: Review page 25 before completing the form below. The form on page 25 contains the information for requesting the article listed in the sample citation exercise on page 22.

35. Name
36. Status
37. Date
38. Call number
39. Title of journal
40. Volume number
41. Date of publication
42. Author of the article (last name first)
43. Title of the article
44. Pages of the article
45. Verified in (include index title, volume number, and page number)
46. Signature
47. Social Security number

Place your answers on the form below. These numbers/items serve as a guide for the form below.

THE PENNSYLVANIA STATE UNIVERSITY

_____ Campus

Order for Loan or Photoduplication

n: (35) _____ Status: (36) _____ Dept.: _____ Date: (37) _____ 19__

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Call Number (38) _____

Book Author, or Periodical Title: Vol., No., and Date:

(39) _____
(40) _____
(41) _____

Book Title, Edition, Place, Publisher, Year, Series, Periodical Article Author, Title, Pages. ☐ This Edition Only.

(42) _____
(43) _____
(44) _____

Verification or source of reference (Please list title, volume, year, pages, abstract no.):

(45) _____

Will pay for photocopy if not more than $ _____

Requested by (Print) _____

Signature (46) _____

Address _____

Phone _____ Soc. Sec. No. (47) _____

CHAPTER SEVEN

ASSIGNMENT

NEWSPAPERS AND NEWSPAPER INDEXES

Look in the New York Times Index under the topic Cooking

for an article which appeared on August 18, 1982.

48. On what page and column of the New York Times did the article appear?

A. page 29 column 6

B. page 15 column 3

C. page 21 column 1

D. page 11 column 1

DIRECTIONS: To complete the next part of your assignment, you must look at the microfilm copy of the New York Times.* Locate the reel of the New York Times microfilm that contains the date of your article. (For example: August 18, 1962 will be in the box marked Aug. 14-20, 1962.) Take the microfilm reel to a reader and answer question 49. Do not refile the microfilm. Return the reel to the top of the microfilm cabinet.

49. What is the headline for the article you looked up in question 48?

A. All Cooked Out

B. Gastronomic Goodies for Gourmets

C. Artificial Cultivation Yields Super Strains

D. Shellfish for Nation's Gourmets

* Located in Microforms Area.

CHAPTER EIGHT

ASSIGNMENT

ENCYCLOPEDIAS

You are about to begin an extended paper on the topic Electricity and you decide to read a general article on this subject in the Encyclopedia Americana. According to this encyclopedia's index (volume 30), in what volume and on what page would you find a general article on this topic?

50. _____

Find the article that you identified in question #50. At the end of the article, you are presented with a bibliography. How many items does it contain?

51. _____

CHAPTER NINE

ASSIGNMENT

ALMANACS AND STATISTICAL SOURCES

52. You're playing Trivial Pursuit with a friend. Victory will be yours if you can identify the winner of the 1984 Boston Marathon. Using the World Almanac,* identify the correct answer.

_____

Use the 1986 Statistical Abstract of the United States* to answer the following question:

53. How many members of the Girl Scouts were there in 1984?

_____

* Located in the Reference Area.

CHAPTER TEN

ASSIGNMENT

AUDIOVISUAL RESOURCES

You have selected an audiovisual program for a class presentation. The title of the program is The Poetry of Rock, A Reflection of Human Values.

Using LIAS, please identify the call number of this program.

54. _____

What is the duration (in minutes) of this program?

55. _____

-N-

CHAPTER ELEVEN

ASSIGNMENT

MICROCOMPUTER LAB

Instructions: Match Column One with Column Two and place the correct letter in Column One.

Column One		Column B
56. _____	Performs arithmetic, logical, and data-manipulation operations.	A. Printer
57. _____	Computer equipment	B. CRT
58. _____	Output device which provides a paper copy of information in the computer.	C. CPU
59. _____	Input device which allows user to type commands or enter data.	D. Hardware
60. _____	Output device which displays commands or data stored in the computer	E. Keyboard
61. _____	Device for reading, writing, and storing information on disk.	F. Disk Drive
62. _____	Programs executed by a computer.	G. Software

EXERCISE

To complete this exercise, go to the circulation and reserves desk in the LLRC and ask for the LIBRARY WORKBOOK DOS DISK. You will have to leave your ID or library card at the desk while using this DISK. Take the DISK into the microcomputer center, sit down at one of the microcomputers, and follow these steps:

A. Turn on the monitor.

B. Place the DISK into Drive A (the top disk drive) and close the door. The disk is placed into the drive with the label face up and nearest to you.

C. Turn on the microcomputer.

A blinking rectangle (called a cursor) will flash for several seconds and the program identification label will appear. After several more seconds, the PSU welcome screen will greet you and congratulate you for successfully booting the computer.

D. Next you will be asked to type in your Computer Number. Your number is 4.

Type this number in by using the numeric keys at the top of the keyboard. After you type in your number, press the return key.

E. Write the answer to workbook question #63 here: _____

F. Remove the DISK.

Important: Always remove your disk before turning off the machine. Failure to do this could result in data loss or damage to the DISK.

G. Turn off the computer.

H. Turn off the monitor.

I. Return the DISK to the circulation and reserves desk. Don't forget your ID or library card.

CHAPTER TWELVE

ASSIGNMENT

CD-ROM DATABASE SEARCHING

Complete the following exercise by using the Academic Index on CD-ROM located in the LLRC.

You have an assignment to write a term paper on a subject of your choice. Based on an interest and prior knowledge of the subject and after careful consideration, you have chosen the following research topic:

The psychological impact of disasters

Begin your search by typing at the input screen:

Disasters

Remember to look for the most appropriate subheading pertaining to your specific research topic.

Identify two articles on your research topic which were published in 1987 or later. Write the complete citations of each to answer questions #64 and #65.

64._____

_____

65._____

_____